

JOB DESCRIPTION

Post:	Building Maintenance Manager
Directorate:	Neighbourhood Services
Department:	Estates and Asset Management
Reports To:	Senior Maintenance Manager
Location:	Based principally in Civic Building, Banbridge however the post holder may be required to work at other locations across the Borough
Salary:	PO4
Hours:	37 hours per week Monday – Friday (9.00 am to 5.00 pm). The post holders may be required to work additional hours as necessary in accordance with departmental procedures and arrangements. Flexible working arrangements apply, which may include evenings and weekends. A flexible working hours' scheme is currently in operation.
Duration:	Permanent

All employees are expected to model the Customer Care behaviours of “Serve Passionately, Engage Positively and Deliver Consistently.”

JOB PURPOSE:

The post holder will be responsible for the day-to-day line management of a multidisciplinary team of technical officers who provide a professional customer-focused response and planned maintenance repairs service, annual service programmes and minor works, while ensuring delivery is within budget in an efficient and effective manner and delivered to a standard that will enhance the reputation of the Council across the Borough.

To implement and manage continuous improvement and modern maintenance best practice principles by highlighting deficiencies and recommending changes in training, working practices and processes.

The post holder will be expected to work closely with the Council's Corporate Health and Safety Officers to deliver an excellent customer-focused service in an efficient, effective and economic manner.

MAIN DUTIES AND RESPONSIBILITIES:

1. Ensure the effective management and availability of suitable authorised, responsible and competent persons across the scope of the Building Maintenance Service Area to ensure high level of service delivery and key departmental objectives are met.
2. Manage and develop staff to ensure that they and any employees for which they are responsible:
 - Promote a "One Council" approach;
 - Operate within Council policies;
 - Effectively manage their teams, positively contributing to wellbeing and high levels of employee engagement;
 - Implement and review appropriate training and development programmes for employees to ensure sufficient skills, capacity and knowledge within the service.
 - Deliver services in the most efficient and equitable manner and in accordance with Council governance and financial regulations;
 - Efficiently and effectively manage available resources;
 - Deliver their agreed targets;
 - Work in a corporate and collaborative way with other services and departments.
3. Contribute to the creation and implementation of best practice maintenance vision, strategy, policies, processes and procedures to aid and improve operational performance.
4. Develop and implement a planned annual programme of building condition reporting and contribute to the annual budget setting process, including assisting the collection and analysis of financial data and reports, reconciling financial data, auditing and verification of project expenditure and income.
5. Responsible for the development of an effective Planned Preventative Maintenance (PPM) schedule, ensuring full preventative maintenance is carried out and lead the team to deliver effectively, ensuring compliance is achieved and maintained.

6. Assist with ensuring the Building Maintenance function operates in accordance with any health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and visitors, ensuring all associated records are maintained and updated.
7. Ensure that all operational maintenance, mechanical and electrical services and project related H&S requirements are communicated and applied, that safe working practices are followed within Building Maintenance service area, including ensuring all relevant H&S information is recorded and updated.
8. Lead and be the Estates representative in relation to Council's Sustainability Strategy. Assist with developing and implementing the Council's Sustainability Strategy and Carbon Management Plan including assisting Council Officers in the collection and analysis of energy data, achieving energy accreditation, environmental performance of the Council and ensure continued accreditation to BS EN ISO 14001:2004. Explore appropriate alternative and renewable technologies.
9. Ensure the customer is at the heart of service provision and participate in regular customer fora and engagement across a wide and varied selection of service stakeholders and customers.
10. Ensure provision of timely, objective and professional advice across the functions on all relevant issues and the effective management and resolution of stakeholder queries and complaints and responsible for assisting the Business Support Manager with all Freedom of Information and other information requests pertaining to the Service area.
11. Ensure an efficient and effective service is delivered, including planning and management of officer workload, ensuring key targets are achieved.
12. Responsible for delivering and managing all aspects of the Building Maintenance Service, this includes co-ordination and delivery of a variety of Building Maintenance related tasks such as contract management, reactive and planned maintenance works as well as minor and capital works projects.
13. Manage, develop and maintain effective systems, processes and procedures for collecting, analysing and sharing data, enabling more effective decision making and joint working in support of continuous improvements in service planning and delivery.

14. Produce and present detailed reports with recommendations for Council Committees relating to the Building Maintenance Service area in relation to progress, priorities, budgets etc.
15. Identify and prioritise tasks on an ongoing basis to ensure that all deadlines are adhered to and responses given within an appropriate timeframe.
16. Responsible for the management and maintenance of Council's Building Maintenance policies keeping same under regular review ensuring appropriate risk management and value for money and appraise the performance monitoring of service providers.
17. Develop and manage service contracts and prepare, when required, in-house tenders for these contracts and participate in the appointment of service contractors.
18. Preparation of relevant business plans, annual budgets, produce management information, reports, briefing's, financial reports and papers relevant to the service area as required. Ensuring that they are effectively implemented, managed and adhered to in compliance with Council policies and financial regulations.
19. Assist with preparing budget estimates for the annual review process and contribute to development of budgets to deliver service priorities, ensuring that they are effectively implemented, managed and adhered to across the service area, in compliance with Council policies and financial regulations.
20. Responsible for ensuring service area is represented on a variety of working groups both internal and external, as required.
21. Assist with developing a service plan to achieve financial and performance targets, with appropriate linkages to budget processes and other plans.
22. Deputise for the Senior Maintenance Manager, as required.
23. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.

In addition to the standard pre-employment checks this position may also be subject to receipt of a satisfactory Basic/Enhanced/Enhanced with Barred List AccessNI check.